UNITED NATIONS

ST

Secretariat

ST/IC/1998/22
2 March 1998

INFORMATION CIRCULAR*

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: 1998 ENDANGERED SPECIES SERIES AND STATIONERY

Stamps

1. On 13 March 1998, the United Nations Postal Administration (UNPA) will issue a set of 12 stamps depicting endangered species of fauna. These will be the sixth set of stamps in the UNPA multi-year series on endangered species, which was launched on 3 March 1993 to highlight the need for the protection of endangered species throughout the world. The issue will consist of three sheets of 16 stamps in denominations of 32 cents, 0,80 Swiss francs and 7 schillings. Each sheet will illustrate four different endangered species.

(United States equivalents - SwF 0,80: $0.56, and S 7: $0.57 - subject to exchange rate fluctuation)

Denomination: US$ 0.32

Endangered species:

Lesser galago
Hawaiian goose
Golden birdwing
Sun bear

Designer:

Pat Medearis-Altman
(New Zealand)

* Expiration date of the present information circular: 31 March 1998.

Denomination: SwF 0,80

Endangered species:

Short-tailed Tibetan macaque
Caribbean flamingo
Queen Alexandra's birdwing
Persian Fallow deer

Designer:

Suzanne Duranceau
(Canada)

Denomination: S 7

Endangered species:

Green turtle
Burrowing owl
Rajah Brooke's birdwing
Lesser panda

Designer:

Robert Hynes
(United States of America)

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Maximum cards

2. The sixteenth set of UNPA maximum cards will be issued on 13 March 1998. Three different cards will be produced to accommodate the three different se-tenant blocks of four stamps being issued. The appropriate se-tenant blocks of stamps will be affixed and cancelled first day of issue relevant to the respective office. The maximum card cancelled United Nations New York will sell for $1.58. The card cancelled United Nations Geneva is priced at $2.56, while the card cancelled United Nations Vienna is priced at $2.58, subject to exchange rate fluctuations.

1998 endangered species annual collection

3. On or about 13 March 1998, the United Nations Postal Administration will release the 1998 endangered species annual collection folder of single mint stamps.

4. The 1998 annual collection will be contained in a specially designed album. The album devotes separate pages to each of the 12 endangered species. Descriptive information is provided in English, French and German, and each stamp is beautifully highlighted by a colourful array of photographs relative to the species. It should be noted that the endangered species series will not be included in the annual collection albums to be issued later in 1998.

5. The stamps are not affixed inside the album, although spaces and mounts have been provided for this purpose.

Triple-cancelled endangered species annual collection folder

6. Since the 1998 endangered species annual collection folder will contain stamps in all three denominations, special arrangements have been made by UNPA to make available to its collectors the endangered species collections, in which the stamps will be affixed and cancelled 13 March 1998, the first day of issue in New York, Geneva and Vienna, as appropriate.

7. The policy of offering triple cancellations for the endangered species annual collection will continue for the duration of this series.

Stationery

8. UNPA will issue four new postal cards in denominations of $0.21, $0.50, SwF 0,70 and SwF 1,10 on 13 March 1998. A new S 13 pre-stamped envelope will be released on the same date.

9. The 21-cent postal card depicts five photographs by Unmesh (United Nations) of the grounds and gardens of United Nations Headquarters.

10. The 50-cent postal card has five photographs of the grounds and scenes of United Nations Headquarters taken by either Unmesh or John Isaac (United Nations).

11. The SwF 0,70 postal card presents a photographic representation by Fabrice Piraud (France) of the newly renovated Assembly Hall at the United Nations Office at Geneva.

12. The SwF 1,10 postal card depicts a view of the Palais des Nations and Armillary Sphere in Geneva.

13. On the left-hand side of the S 13 pre-stamped envelope is a photograph of a water scene by Franz Aberham (Austria). The imprinted stamp appearing on the upper right-hand side of the envelope is a photographic portrayal by Georg Popp (Austria) of a lake scene with deep green trees and a brilliant blue sky.

General information

14. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet only. Stationery cancelled first day of issue will also be available. Members of delegations and the staff can obtain these items on Friday, 13 March, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

15. First-day-of-issue cancellations can be obtained at the following temporary United States Postal Service substations:

(a) The counter outside the United Nations Bookstore in the concourse of the General Assembly Building from 9 a.m. to 5.30 p.m.;

(b) The counter along the west wall of the north end of the Secretariat North Lobby from 9 a.m. to 4 p.m.

16. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/23
2 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR EDITORIAL ASSISTANTS AND LANGUAGE REFERENCE ASSISTANTS

1. The written component of a competitive examination for Editorial Assistants and Language Reference Assistants will be held on 27 April 1998 at Headquarters in New York. The purpose of this examination is to establish rosters from which present and future vacancies for Editorial Assistants and Language Reference Assistants at the G-7 level will be filled in the Editorial Service and the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of English and of two other official languages of the United Nations (Arabic, Chinese, French, Russian or Spanish). Knowledge of additional official languages beyond the required three, as well as of other languages, will be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must

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* Expiration date of the present information circular: 31 March 1999.

have passed the Language Proficiency Examination in these languages. Those who have not pursued language courses in the United Nations must substantiate their claim of knowledge of these languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their application. Decisions of the Board are final.

5. The written examination will consist of two separate parts for Editorial Assistant candidates and Language Reference Assistant candidates, and two common parts for both groups of candidates, as follows:

Editorial Assistants

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and correct elements in these documents that should be verified and researched for accuracy and adherence to United Nations editing standards prior to editing (2 hours).

Language Reference Assistants

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and provide references to elements in these documents that should be verified and researched prior to translation (2 hours).

Editorial Assistants and Language Reference Assistants

Part II: Writing an essay of approximately two hundred and fifty words in English or French. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour).

Part III: Answering questions on the structure of the United Nations system of organizations and the names of major international organizations (45 minutes).

An optional paper, for both Editorial Assistant and Language Reference Assistant candidates, to be scheduled separately, on the preparation of United Nations documents in one or more official languages of the United Nations other than the languages chosen by the candidates in part I of the examination will be offered to qualified candidates at their request (1 hour and 10 minutes per language).

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The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of candidates' performance on the written examination, part IV and, for Editorial Assistants, part V will be administered only to those candidates who have reached a satisfactory level on the first three parts. Parts IV and V will be as follows:

Editorial Assistants and Language Reference Assistants

Part IV: Carrying out searches and retrieving information using the Optical Disk System (ODS) and the Internet (1 hour).

Editorial Assistants

Part V: Preparing electronic files to conform to specified formats for desktop publishing (1 hour and 30 minutes).

The following software will be used for each of the six official languages:

English, French and Spanish: Wordperfect 6.1 for Windows

Arabic and Russian: Wordperfect for DOS

Chinese: Microsoft Word for Windows (Beijing version)

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to an interview four to six weeks following the completion of the computer test. The Board will then interview each candidate to assess the candidate's suitability to perform as an Editorial Assistant and/or Language Reference Assistant, including the ability to work as a member of a team, the candidate's general interests, professional experience and knowledge of the United Nations. The interview is an integral part of the examination; therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. Two separate rosters for Editorial Assistants and Language Reference Assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the rosters. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the two rosters will be assigned to posts according to the required language combinations as and when vacancies occur in the Editorial Service or the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services, for a trial period of two years. Staff members who are

already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of Editorial Assistants and Language Reference Assistants are as follows:

(a) Editorial Assistants: to carry out in three official languages of the United Nations the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing in those languages;

(b) Language Reference Assistants: to carry out research in three official languages of the United Nations to provide support to translators to ensure accuracy, uniformity and timeliness in the translation of official United Nations documents and publications by supplying the relevant language services with reference material and terminology information.

11. Staff members applying for this examination should complete the attached form and submit it to the following office, not later than 3 April 1998:

Competitive Examination for Editorial
and Language Reference Assistants
Room 2590D
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017

12. An updated sample examination may be obtained from the Examinations and Tests Section, room S-2590D.

APPLICATION[1]

1998 COMPETITIVE EXAMINATION FOR EDITORIAL ASSISTANTS
AND LANGUAGE REFERENCE ASSISTANTS

INDEX NO.[2] /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office[3] _____ Duty station: _____

Room No. _____ Extension _____

I would like to be considered for the 1998 competitive examination (please check) for:

Editorial Assistants _____

Language Reference Assistants _____

Both examinations _____

Have you taken any United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? /_/

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A. Knowledge of other languages[4]

Language(s)	Courses taken at: United Nations language programme (Indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

/...

C. University degree or equivalent or post-secondary educational qualifications[5]

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1998/23 and I understand that, if I am successful in the competitive examination for Editorial and Language Reference Assistants and recommended for inclusion in the roster(s), my assignment as an Editorial Assistant or Language Reference Assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____

Signature: _____

Notes

[1] Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS to Cluster VI, Operational Services Division, OHRM. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications in good time.

[2] Appears normally on your grounds pass, monthly salary statement and P.5 Personnel Action form. If not, please contact your Personnel Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DPA, DPKO, DM, OHRM, OCS or other (specify).

[4] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1998/23.

[5] Give exact name and title in original language. Do not translate or equate.

UNITED NATIONS **ST**

Secretariat

ST/IC/1998/24
17 March 1998

INFORMATION CIRCULAR*

To: Members of staff at Headquarters

From: Assistant Secretary-General for Human Resources Management

Subject: POST ADJUSTMENT MULTIPLIER FOR NEW YORK**

1. In information circular ST/IC/1998/20 of 26 February 1998, staff members were informed that, upon implementation of the revised base salary scale effective 1 March 1998, revised post adjustment indices and multipliers would be established by the International Civil Service Commission (ICSC) for all duty stations. Changes in post adjustment multipliers due after 1 March 1998 will be effected on the basis of the movement of the newly consolidated post adjustment indices.

2. In accordance with the above-mentioned procedure, ICSC has determined that post adjustment multiplier 42.6 should apply for staff in the Professional category and above serving in New York with effect from 1 March 1998. Consequently, effective 1 March 1998, the post adjustment multiplier for New York is being revised from 47 to 42.6.

3. The annual amounts of post adjustment at multiplier 42.6 for each salary level and step are shown in the annex to the present circular.

4. The implementation of the revised post adjustment multiplier will be reflected in the end of March 1998 payroll.

* The present circular will be in effect until further notice.

** Personnel Manual index No. 3180.

98-06870 (E) 190398 200398

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ANNEX

Post adjustment multiplier 42 6

(United States dollars)

(Effective 1 March 1998)

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Net D	43 507 38														
	Net S	39 142 16														
Assistant Secretary-General																
ASG	Net D	39 903 85														
	Net S	36 133 75														
Director																
D-2	Net D	33 394 14	34 045 49	34 696 42	35 347 35	35 998 70	36 649 63									
	Net S	30 695 86	31 241 99	31 785 99	32 329 14	32 873 14	33 416 72									
Principal Officer																
D-1	Net D	29 958 02	30 515 66	31 073 29	31 630 07	32 187 71	32 745 34	33 302 98	33 860 61	34 417 82						
	Net S	27 695 11	28 182 46	28 669 37	29 155 44	29 642 36	30 129 28	30 616 19	31 087 78	31 552 97						
Senior Officer																
P-5	Net D	26 830 76	27 335 57	27 839 95	28 344 76	28 849 15	29 353 53	29 857 91	30 362 72	30 866 68	31 371 07	31 875 88	32 379 83	32 884 64		
	Net S	24 915 04	25 376 82	25 838 18	26 286 33	26 727 24	27 167 30	27 607 78	28 048 69	28 488 75	28 929 23	29 370 14	29 810 20	30 250 69		
First Officer																
P-4	Net D	22 661 50	23 154 38	23 645 98	24 137 16	24 630 04	25 121 65	25 613 68	26 105 71	26 597 74	27 089 34	27 580 94	28 073 83	28 565 43	29 057 46	29 549 49
	Net S	21 096 80	21 548 78	21 999 92	22 450 20	22 900 91	23 350 76	23 801 05	24 251 33	24 701 61	25 151 47	25 600 90	26 049 90	26 479 31	26 908 72	27 338 55
Second Officer																
P-3	Net D	19 028 99	19 491 20	19 953 41	20 415 20	20 877 41	21 339 62	21 801 83	22 264 04	22 726 25	23 188 88	23 650 67	24 112 88	24 574 66	25 036 87	25 499 51
	Net S	17 757 81	18 182 96	18 608 53	19 033 25	19 458 83	19 883 55	20 307 42	20 732 14	21 156 01	21 580 31	22 004 60	22 428 05	22 850 64	23 273 23	23 696 68
Associate Officer																
P-2	Net D	15 776 91	16 190 56	16 603 78	17 017 00	17 430 22	17 843 44	18 257 08	18 669 88	19 083 95	19 497 17	19 909 96	20 324 03			
	Net S	14 799 67	15 174 97	15 549 00	15 923 88	16 297 91	16 672 79	17 047 24	17 427 23	17 808 50	18 188 50	18 568 49	18 949 33			
Assistant Officer																
P-1	Net D	12 489 04	12 886 93	13 283 96	13 681 42	14 078 45	14 475 05	14 873 36	15 269 97	15 667 00	16 064 46					
	Net S	11 781 03	12 147 39	12 512 47	12 877 98	13 243 06	13 608 14	13 974 50	14 339 59	14 700 41	15 060 38					

D = Rate applicable to staff members with a dependent spouse or child
S = Rate applicable to staff members with no dependent spouse or child